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Case Advisor for Boards & Commissions (Non-Merit)

Established in 1914, the Kentucky Board of Nursing (KBN) has an established history of protecting the well-being of the public by development and enforcement of state laws governing the safe practice of nurses, dialysis technicians and certified professional midwives. KBN values excellence, integrity, responsiveness and collaboration. KBN strives to be a future focused and dynamic agency with a strong workforce devoted to its mission and values.

The Kentucky Board of Nursing (KBN), in Louisville (Jefferson County) has an opening for a non-merit, non-chapter Case Advisor.

DUTIES AND RESPONSIBILITIES:

This full-time, non-merit, non-chapter Case Advisor position will be a part of the executive team at KBN. This position is responsible for providing case advisement and support including assistance and analysis of inter-agency functions, improved case outcomes and processing times.

Essential functions include but are not limited to the following:

- Provides initial review, triage, assignment, and/or assessment of complaints.
- Collects initial and ongoing case data and records, obtains documents from third parties, conducts interviews, and site visits.
- Assists with the resolution of cases for the Legal Services Section, Compliance, and Investigation Branches.
- Produces and reviews case correspondence, forms, agreed orders and documents presented to Committees and panel meetings.
- Reviews agency work-flow and procedures and provides assistance and advisement on streamlining practices to increase agency efficiency.
- Follows up on incomplete documentation and missing records. Provides assistance with background reviews and compiling and interpreting system reports.
- Assists with regulatory audits.
- Compiles data and provides detailed data analysis and recommendation regarding agency productivity and performance.
- Performs other duties as assigned.

PREFERRED SKILLS:

- Experienced in initial investigative or legal case development
- Understanding of regulations and legal aspects of licensure and investigation
- Ability to assess information gathering processes and offer/implement time saving steps
- Strong written and verbal communication skills
- Able to work within multidisciplinary teams

The ideal candidate will have strong written and verbal communication skills, investigative skills, excellent organizational skills, self-initiative and exceptional attention to detail. A Juris Doctorate degree with the ability to practice law in the State of Kentucky; a Master's Degree in Nursing with experience in Nursing disciplinary investigations; or a Bachelor's Degree with at least 5 years investigative experience in the fields of criminal justice/law enforcement, or performing investigations in the health care field, or performing other healthcare standards compliance inspections/investigations is required. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment.

The agency may authorize the selected applicant to telecommute. The agency may terminate or modify the telecommuting arrangement at any time. Telecommuting options require approval from the Appointing Authority.

We offer a great package of employee benefits, including:

- A 37.5 hour work week (occasional overtime may be required)
- Paid Time Off (Sick and Vacation) and Paid Holidays
- Overtime / Compensatory Time
- Flexible Work Schedules
- Affordable Health Insurance with Optional Health Reimbursement Accounts on some plans
- Optional Flexible Health Spending Account
- Optional Dental and Vision Insurance
- Life Insurance
- Optional Deferred Compensation Program (401K & 457)
- Retirement
- Training/Career Development Opportunities
- Wellness Incentive Programs
- And More!

Pay Grade: Ungraded

Gross Salary Range: \$4,583.32-\$5,416.66 monthly or \$54,999.84 - \$64,999.92 annually

Position #: 31114876

Employment Type: EXECUTIVE BRANCH | NON-MERIT, NON-CHAPTER | FULL-TIME | FLSA EXEMPT | 37.5 HR/WK

Location: 312 Whittington Parkway, Suite 300, Louisville, KY 40222

Resumes and letters of interest for this position should be directed to Jennifer Hart, Human Resource Administrator by e-mail at: kbnweb.personneladmin@ky.gov

This position will remain open until filled.

An Equal Employment Opportunity/Affirmative Action Employer M/F/D